Wendy Edison

Mon Aug 1, 2022

All day   In Office-Onboarding, Orientation, Badge

> Mon Aug 1, 2022

8:30am - 10am   Welcome and onboarding

> **Calendar:** Armando Ruiz
> **Going? Yes**

1pm - 3pm   Department Orientation

> **Calendar:** Armando Ruiz
> **Going? Yes**

Tue Aug 2, 2022

9am - 10am   Neighborhood Empowerment - discuss Dept + NC websites

> **Where:** [redacted]
> **Calendar:** Ann-Marie Holman
> **Going? Yes**

1pm - 2pm   All Staff Meeting

> **Where:** [redacted]
> **Calendar:** Staff Calendar
> **Created by:** Erricka Peden
> **Going? Yes**

2:10pm - 3pm   Weekly Admin Services meeting

> **Where:** [redacted]
> **Calendar:** Armando Ruiz
> **Going? Yes**

3pm - 4:30pm   Orientation cont.

> **Where:** [redacted]
> **Calendar:** Armando Ruiz
> **Going? Yes**

Wed Aug 3, 2022

1:30pm - 2pm   Applying Microsoft Licenses for DONE

> **Video call:** [redacted]
> **Phone number:** [redacted] **PIN** [redacted]
> **Calendar:** Robert Villarreal
> **Going? Yes**

2:30pm - 3:30pm   Weekly Accounting Meeting

> **Where:** [redacted]
> **Calendar:** Armando Ruiz
> **Going? Yes**

Thu Aug 4, 2022

10am - 12pm   Work Duties Meeting

> **Going? Yes**

3pm - 3:30pm Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

3:30pm - 4:30pm ITA Websites Project Follow Up

Calendar: Armando Ruiz
Going? Yes

Fri Aug 5, 2022

11:30am - 12pm Meeting- Authorization Stamp

Calendar: Cecilia Elmange
Going? Yes

11:30am - 12pm check in

Where: [redacted]
Calendar: Armando Ruiz
Going? Yes

2pm - 3pm Work Duties Meeting

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Going? Yes

Mon Aug 8, 2022

9:30am - 10am Check in

Calendar: Armando Ruiz
Going? Yes

10am - 11:30am BNC - AcrGIS/Excel Sheet Region Training for StoryMap

Where: [redacted]
Calendar: Freddy Cupen-Ames
Going? Yes

Tue Aug 9, 2022

10am - 11am Armando's Core Supervisory Training

Calendar: NEA/Director Transition Calendar
Created by: Thomas Soong
Going? Yes

1pm - 2pm All Staff Meeting

Where: [redacted]
Calendar: Staff Calendar
Created by: Erricka Peden
Going? Yes

4pm - 4:30pm DONE - License Management

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Calendar: Robert Villarreal
Going? Yes

Wendy Edison

Wed Aug 10, 2022

9am - 10am   D-Time Training

Calendar: Guadalupe Aguilar
Going? Yes

12pm - 1pm   Coach Consultation with Christine (Christine Fry)

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Calendar: Raquel Beltran
Going? Yes

1:30pm - 3pm   Weekly Admin Services meeting

Where: [redacted]
Calendar: Armando Ruiz
Going? Yes

Thu Aug 11, 2022

3pm - 3:30pm   Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

Fri Aug 12, 2022

11am - 11:30am   D-Time

Calendar: Guadalupe Aguilar
Going? Yes

2:55pm - 3:55pm   Rachel's Office Printer Issue Zoom Meeting

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Going? Yes

Tue Aug 16, 2022

1pm - 2pm   All Staff Meeting

Where: [redacted]
Calendar: Staff Calendar
Created by: Erricka Peden
Going? Yes

2:10pm - 3pm   Weekly Admin Services meeting

Where: [redacted]
Calendar: Armando Ruiz
Going? Yes

3:30pm - 4pm   Dynamic Assignments with DONE

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Calendar: Per Training
Going? Yes

Wendy Edison

Thu Aug 18, 2022

9am - 10am Armando's Core Supervisory Training

Calendar: NEA/Director Transition Calendar
Created by: Thomas Soong
Going? Yes

3pm - 4pm Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

Mon Aug 22, 2022

9am - 10am Thomas Soong and Jayson Joseph

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: Google Meet (instructions in description)
Calendar: Jayson Joseph
Going? Yes

Tue Aug 23, 2022

9am - 10am Editorial Meeting

Calendar: Raquel Beltran
Created by: Erricka Peden

11am - 12pm Updating Forwarding lists training

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Calendar: Kyle Stone

1pm - 2pm All Staff Meeting

Where: [redacted]
Calendar: Staff Calendar
Created by: Erricka Peden
Going? Yes

Wed Aug 24, 2022

2pm - 3:30pm BNC - Meeting with Montiel for NC Readiness Survey Data Review and Training

Where: [redacted]
Calendar: Freddy Cupen-Ames
Going? Yes

3:30pm - 4:30pm Weekly Admin Services meeting

Where: [redacted]
Calendar: Armando Ruiz
Going? Yes

Wendy Edison

Thu Aug 25, 2022

3pm - 4pm   Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

Wendy Edison

Thu Aug 25, 2022

3pm - 4pm   Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

Mon Aug 29, 2022

All day   Wendy FH

Mon Aug 29, 2022 - Tue Aug 30, 2022

Tue Aug 30, 2022

All day   Wendy FH

Mon Aug 29, 2022 - Tue Aug 30, 2022

12:50pm - 2:50pm   All Staff Meeting (special meeting)

Where: [redacted]
Calendar: Staff Calendar
Created by: Erricka Peden
Going? Yes

Wed Aug 31, 2022

All day   Wendy VC

Wed Aug 31, 2022 - Fri Sep 2, 2022

3:30pm - 4:15pm   Community Impact Statement portal check-in

Where: [redacted]
Calendar: Thomas Soong

Thu Sep 1, 2022

All day   Wendy VC

Wed Aug 31, 2022 - Fri Sep 2, 2022

3pm - 4pm   Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

3pm - 4pm   Weekly Admin Services meeting

Where: [redacted]
Calendar: Armando Ruiz

4pm - 5:30pm   BNC - EVG-H Workgroup Agenda setting and Timeline meeting

Where: [redacted]
Calendar: Freddy Cupen-Ames

Fri Sep 2, 2022

All day   Wendy VC

Wed Aug 31, 2022 - Fri Sep 2, 2022

Wendy Edison

All day Wendy PL

Fri Sep 2, 2022

Mon Sep 5, 2022

All day Wendy 8:00 AM - 5:00 PM

Mon Sep 5, 2022

Tue Sep 6, 2022

All day Wendy 8:00 AM - 5:00 PM

Tue Sep 6, 2022

1pm - 2pm All Staff Meeting

Where: [redacted]
Calendar: Staff Calendar
Created by: Erricka Peden
Going? Yes

5pm - 6pm Working Later 5-6 PM

Wed Sep 7, 2022

All day Wendy 8:00 AM - 5:00 PM

Wed Sep 7, 2022

2pm - 3pm Weekly Admin Services meeting

Where: [redacted]
Calendar: Armando Ruiz
Going? Yes

Thu Sep 8, 2022

All day Wendy 8:00 AM - 5:00 PM

Thu Sep 8, 2022

9am - 10am Check in

Calendar: Armando Ruiz
Going? Yes

12:25pm - 12:40pm Google Drive Meeting

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Going? Yes

1pm - 2:30pm Digital Accessibility Training: Introduction to Digital Accessibility & Inclusive Content

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Calendar: Rosemarie Punzalan
Going? Yes

3pm - 4pm Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

Wendy Edison

5pm - 6pm   Working Late 5-6 PM

Fri Sep 9, 2022

All day   Wendy 8:00 AM - 5:00 PM

Fri Sep 9, 2022

11:15am - 2:15pm   Training

3pm - 5pm   Signing off Early

Mon Sep 12, 2022

All day   Wendy 8:00 AM - 5:00 PM

Mon Sep 12, 2022

1:45pm - 4:45pm   Training

Tue Sep 13, 2022

All day   Wendy 8:00 AM - 5:00 PM

Tue Sep 13, 2022

8am - 12pm   Core Supervisory Training Program - Cohort 1

Calendar: CORE Supervisory Training
Going? Yes

1pm - 2pm   All Staff Meeting

Where: [redacted]
Calendar: Staff Calendar
Created by: Erricka Peden
Going? Yes

2:10pm - 3pm   Weekly Admin Services meeting

Where: [redacted]
Calendar: Armando Ruiz
Going? Yes

5pm - 6pm   Working Later 5-6 PM

Wed Sep 14, 2022

All day   Wendy 8:00 AM - 5:00 PM

Wed Sep 14, 2022

Thu Sep 15, 2022

All day   Wendy 8:00 AM - 5:00 PM

Thu Sep 15, 2022

3pm - 4pm   Tech Team Weekly

Video call: [redacted]
Phone number: [redacted] **PIN:** [redacted]
Where: [redacted]
Calendar: Gibson Nyambura
Going? Yes

5pm - 6:30pm BNC - EVG-H Workgroup Meeting

> **Where:** [redacted]
> **Calendar:** Freddy Cupen-Ames

5pm - 6pm Working Later 5-6 PM

Fri Sep 16, 2022

All day Wendy 8:00 AM - 5:00 PM

> Fri Sep 16, 2022

9:45am - 11:45am Training

2:15pm - 3:15pm Wendy Edison's Zoom Meeting Testing

> **Where:** [redacted]

3pm - 5pm Signing off Early

Mon Sep 19, 2022

All day Wendy 8:00 AM - 5:00 PM

> Mon Sep 19, 2022

9am - 10am Cybersecurity discussion

> **Calendar:** Armando Ruiz
> **Going? Yes**

11am - 12pm Transfer of Knowledge of Dept of Neighborhood Empowerment's Computer Systems#1

> **Where:** [redacted]
> **Going? Yes**

5pm - 6pm Working Later 5-6 PM

Tue Sep 20, 2022

All day Wendy 8:00 AM - 5:00 PM

> Tue Sep 20, 2022

7am - 8am Starting early

8am - 12pm Core Supervisory Training Program - Cohort 1

> **Calendar:** CORE Supervisory Training
> **Going? Yes**

1pm - 2pm All Staff Meeting

> **Where:** [redacted]
> **Calendar:** Staff Calendar
> **Created by:** Erricka Peden
> **Going? Yes**

2:10pm - 3pm Weekly Admin Services meeting

> **Where:** [redacted]
> **Calendar:** Armando Ruiz
> **Going? Yes**

5pm - 6pm Working Later 5-6 PM

Wendy Edison

Wed Sep 21, 2022

All day Wendy 8:00 AM - 5:00 PM

> Wed Sep 21, 2022

3:11pm - 4:11pm Man-Qin New Password Issues

> **Where:** [redacted]
> **Going? Yes**

Thu Sep 22, 2022

All day Wendy 8:00 AM - 5:00 PM (In Office)

> Thu Sep 22, 2022

9am - 2pm New Computers - In Office Visit - Thursday 9/22/2022

> **Video call:** [redacted]
> **Phone number:** [redacted] **PIN:** [redacted]
> **Calendar:** Kyle Stone
> **Going? Yes**

10am - 10:30am CIS Training

> **Calendar:** Guadalupe Aguilar
> **Going? Yes**

1:30pm - 3pm ITPC

> **Video call:** [redacted]
> **Phone number:** [redacted] **PIN:** [redacted]
> **Calendar:** Jonathan Luu
> **Going? Yes**

3pm - 4pm Tech Team Weekly

> **Video call:** [redacted]
> **Phone number:** [redacted] **PIN:** [redacted]
> **Where:** [redacted]
> **Calendar:** Gibson Nyambura
> **Going? Yes**

4pm - 5pm Signing off Early

Fri Sep 23, 2022

All day Wendy 8:00 AM - 5:00 PM

> Fri Sep 23, 2022

10am - 11am Systems Meeting

> **Where:** [redacted]
> **Going? Yes**

3pm - 5pm Signing off Early

Mon Sep 26, 2022

All day Wendy 8:00 AM - 5:00 PM

> Mon Sep 26, 2022

1:30pm - 2:30pm EmpowerLA Website

> **Where:** [redacted]
> **Calendar:** Angie Aramayo
> **Going? Yes**

5pm - 6pm Working Later 5-6 PM

Tue Sep 27, 2022

All day Wendy 8:00 AM - 5:00 PM

> Tue Sep 27, 2022

7am - 8am Starting early

8am - 12pm Core Supervisory Training Program - Cohort 1

> **Calendar:** CORE Supervisory Training
> **Going? Yes**

1pm - 2pm All Staff Meeting

> **Where:** [redacted]
> **Calendar:** Staff Calendar
> **Created by:** Erricka Peden
> **Going? Yes**

2:10pm - 3pm Weekly Admin Services meeting

> **Where:** [redacted]
> **Calendar:** Armando Ruiz
> **Going? Yes**

Wed Sep 28, 2022

All day Wendy 8:00 AM - 5:00 PM

> Wed Sep 28, 2022

10am - 12pm Transfer of Knowledge of Dept of Neighborhood Empowerment's Computer Systems#2

> **Where:** [redacted]
> **Going? Yes**

3pm - 4pm Check in

> **Calendar:** Armando Ruiz
> **Going? Yes**

Thu Sep 29, 2022

All day Wendy 8:00 AM - 5:00 PM

> Thu Sep 29, 2022

3pm - 4pm Tech Team Weekly

> **Video call:** [redacted]
> **Phone number:** [redacted] **PIN:** [redacted]
> **Where:** [redacted]
> **Calendar:** Gibson Nyambura
> **Going? Yes**

Fri Sep 30, 2022

All day Wendy 8:00 AM - 5:00 PM

> Fri Sep 30, 2022

Wendy Edison

9am - 10am   Systems Meeting

Where: [redacted]
Going? Yes

3pm - 5pm   Signing off Early